

ARIZONA DEPARTMENT OF VETERANS' SERVICES

MDI ACCESS REQUEST FORM (FOR USE ONLY WHEN MDI ACCESS IS REQUIRED)

EFFECTIVE DATE: October 1st, 2003

Check One:

- ☐ New Employee Date of hire: _____
☐ Reset Password
☐ End of Employment Date of release: _____

Employee Details: (print clearly)

First Name: _____ Last Name: _____

Job Title: _____

Location: _____

Unit Supervisor: _____ Is MDI Access Needed (circle one) Yes No

Unit Supervisor Signature _____

Discipline: (Check only one)

- | | | |
|--|--|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Charge Nurse | <input type="checkbox"/> Medical Secretary |
| <input type="checkbox"/> Accounts Payable | <input type="checkbox"/> CMT | <input type="checkbox"/> Nursing Assistant |
| <input type="checkbox"/> Accounts Receivable | <input type="checkbox"/> D.O.N / A.D.O.N. | <input type="checkbox"/> Payroll |
| <input type="checkbox"/> Activity Director | <input type="checkbox"/> Dietary | <input type="checkbox"/> Restorative Aide |
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Dietary Supervisor | <input type="checkbox"/> RN |
| <input type="checkbox"/> All Disciplines | <input type="checkbox"/> Director of Nursing | <input type="checkbox"/> Social Services |
| <input type="checkbox"/> Care Plan Coordinator | <input type="checkbox"/> General Ledger | |
| <input type="checkbox"/> CEO | <input type="checkbox"/> Human Resources | |
| <input type="checkbox"/> CFO | <input type="checkbox"/> LPN | |

MDI Application Access:

- ☐ Accounts Receivable (complete page 2 sec. A)
☐ Clinical Care (Medical Records (complete page 2 sec. B)
☐ Schedule Pro
☐ Copy (Duplicate) Access Permissions From Employee: _____
☐ Remove All MDI Access

Specify Employee work hours for MDI access:

Start time: _____ End time: _____ OR ☐ Rotating schedule, 24 hr access

Submitted by: _____ (please print) Title: _____

MDI Access needed: ☐ ASAP or By Date: _____

Sec. A Accounts Receivable Limited Access

Unchecked boxes will deny access. Checked boxes allows access.

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Resident File Maintenance <input type="checkbox"/> Enter Billing Transactions <input type="checkbox"/> Resident Census Billing <input type="checkbox"/> Resident Inquiry <input type="checkbox"/> Classification Maintenance <input type="checkbox"/> Ancillary Maintenance <input type="checkbox"/> Resident Statements <input type="checkbox"/> Month End Recap | <ul style="list-style-type: none"> <input type="checkbox"/> Aging Report <input type="checkbox"/> Monthly Census Summary <input type="checkbox"/> Transaction Analysis <input type="checkbox"/> Third Party Billing <input type="checkbox"/> Resident Master Reports <input type="checkbox"/> Resident Trust <input type="checkbox"/> RetroActive Billing |
|---|--|

Sec. B Clinical Care (Medical Records) Limited Access

Unchecked boxes will deny access. Checked boxes allows access.

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Master File Maintenance** <p>Assessments:</p> <ul style="list-style-type: none"> <input type="checkbox"/> User Defined Assessments <input type="checkbox"/> MDS Processor 2.0 <input type="checkbox"/> Electronic Submission <input type="checkbox"/> MDS Setup <input type="checkbox"/> MDS Diagnosis Setup <input type="checkbox"/> MDS Logic Setup <p>Care Plans/Physician Orders:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Care Plan Construction <input type="checkbox"/> Edit Care Plan Library <input type="checkbox"/> Care Plan Due/Done <input type="checkbox"/> Care Plan Assignment Sheets <input type="checkbox"/> Physician Orders <input type="checkbox"/> Physician Order Print <input type="checkbox"/> Transaction Analysis | <ul style="list-style-type: none"> <input type="checkbox"/> Resident Master Reports <input type="checkbox"/> HCFA Resident Roster (802) <input type="checkbox"/> HCFA Census/Condition (672) <input type="checkbox"/> Classification Maintenance <input type="checkbox"/> Vitals <input type="checkbox"/> Resident Trust** <input type="checkbox"/> System Maintenance <p>** Requires Sec. A approval</p> |
|--|--|

MDI Access approved by:

Sec A:
Name: _____ (print) Signature & Date: _____

Sec B
Name: _____ (print) Signature & Date: _____

Submit this application to the IT Section once it has been signed by an authorized staff member. Once access has been granted to MDI, the IT Section will meet with the Employee or an authorized staff to provide their password and review the MDI authorized use Policy. Access is granted after the MDI acceptable use policy is understood and signed by the Employee.

PLEASE SIGN AND RETURN TO:
Arizona Department of Veterans' Services
IT SECTION

ARIZONA DEPARTMENT OF VETERANS' SERVICES

MDI ACCEPTABLE USE POLICY (FOR USE ONLY WHEN MDI ACCESS IS REQUIRED)

EFFECTIVE DATE: October 1st, 2003

COPIES OF THIS DOCUMENT ARE FORBIDDEN. KEEP THIS DOCUMENT IN A SAFE AND SECURE PLACE. THE IT SECTION HAS MDI PASSWORDS ON RECORD. For lost or forgotten passwords, call the IT Section (not MDI).

The Arizona Department of Veterans' Services and MDI Technologies operate under HIPAA Privacy and Security requirements. MDI user access has been granted to the above mentioned employee whom accepts responsibility for understanding HIPAA issues and requirements as they pertain to his/her position. In addition, the following security items must be followed at all times:

Never provide your Windows logon, or MDI username and password to another individual. Authorized staff and the IT Section staff excluded.

Never leave your computer unlocked if an MDI session is in use. Log out of MDI if you plan to leave your workstation.

Any unauthorized reading, viewing, copying, printing, or transfer of any MDI data that is not immediately necessary to perform your official duties is prohibited.

Never access or attempt to access MDI information that is not necessary to perform job duties. This includes casual 'browsing' of the MDI information.

Use of your MDI username and password when outside or away from the work place is prohibited. This includes accessing MDI from a personal computer using or allowing a third person or coworker to use your MDI logon session. The IT Section is excluded.

MDI Technologies keeps records of user actions within the MDI database. Any violation of the above guidelines will result in the loss of MDI privileges and will be reported to the administration for disciplinary action.

FOR IT SECTION USE ONLY

Date: _____ Employee: _____

MDI user name: _____

MDI password: _____

ARIZONA DEPARTMENT OF VETERANS' SERVICES

MDI ACCEPTABLE USE POLICY CONSENT FORM
(FOR USE ONLY WHEN MDI ACCESS IS REQUIRED)

EFFECTIVE DATE: October 1st, 2003

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The Arizona Department of Veterans' Services and MDI Technologies operate under HIPAA Privacy and Security requirements. MDI user access has been granted to the above-mentioned employee whom accepts responsibility for understanding HIPAA issues and requirements as they pertain to his/her position. In addition, the following security items must be followed at all times:

Mark each of the following boxes after carefully reading the respective policy.

- ☐ Never provide your Windows logon, or MDI username and password to another individual. Authorized staff and the IT Section staff excluded.
- ☐ Never leave your computer unlocked if an MDI session is in use. Log out of MDI if you plan to leave your workstation.
- ☐ Any unauthorized reading, viewing, copying, printing, or transfer of any MDI data that is not immediately necessary to perform your official duties is prohibited.
- ☐ Never access or attempt to access MDI information that is not necessary to perform job duties. This includes casual 'browsing' of the MDI information.
- ☐ Use of your MDI username and password when outside or away from the work place is prohibited. This includes accessing MDI from a personal computer using or allowing a third person or coworker to use your MDI logon session. The IT Section is excluded.

MDI Technologies keeps records of user actions within the MDI database. Any violation of the above guidelines will result in the loss of MDI privileges and will be reported to the administration for disciplinary action.

Signature: _____

Date: _____

PLEASE SIGN AND RETURN TO:
Arizona Department of Veterans' Services
IT SECTION

ARIZONA DEPARTMENT OF VETERANS' SERVICES

MDI ACCREDITATION

Date:_____

Employee:_____

Approved MDI Trainer:_____

The above stated employee has completed MDI training. The employee understands and has signed the MDI Acceptable Use policy. The employee shall be granted user access to MDI.

Approved MDI Trainer Signature

MDI User Signature

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IT SECTION

MDI Login Procedures

Open you “MDI Achieve” icon and the following screen is displayed
Put in your MDI login and Password then select “Login”

The screenshot shows a Windows Internet Explorer browser window displaying the MDI Achieve Web Interface. The address bar shows the URL: <https://user.mdiachieve.com/Citrix/AccessPlatform/auth/login.aspx>. The page has a header with the MDI Achieve logo and the text "Web Interface".

On the left side, there is a "Log in" section with a form containing the following fields and buttons:

- User name:
- Password:
- Advanced Options >>>
- Log In button

On the right side, there is a "Welcome" section with the following text:

Thank you for using MDI Achieve's Web Portal, providing secure access to your data from anywhere on the planet! Be sure to visit our website at <http://www.mdiachieve.com> for continuously updated information, including our newsletters and details about all of the products in our broad suite of software solutions.

For software support, please call the number indicated for the product line you're using:

- On-Line Advantage Client Support - (800) 552-9846
- PathLinks Client Support - (800) 869-1323
- QuickCare Client Support - (800) 259-7633
- REPS Client Support - (813) 864-2150
- ULTRACare Client Support - (800) 666-3883
- RNet Client Support - (800) 552-9846
- Matrix Client Support (866) 287-4987

Below the list, there is a "Message Center" section with the following text:

The Message Center displays any information or error messages that may occur.

⚠ We are unable to detect the appropriate client software on your computer to allow you to launch your applications.
[Click here to obtain the client software](#)

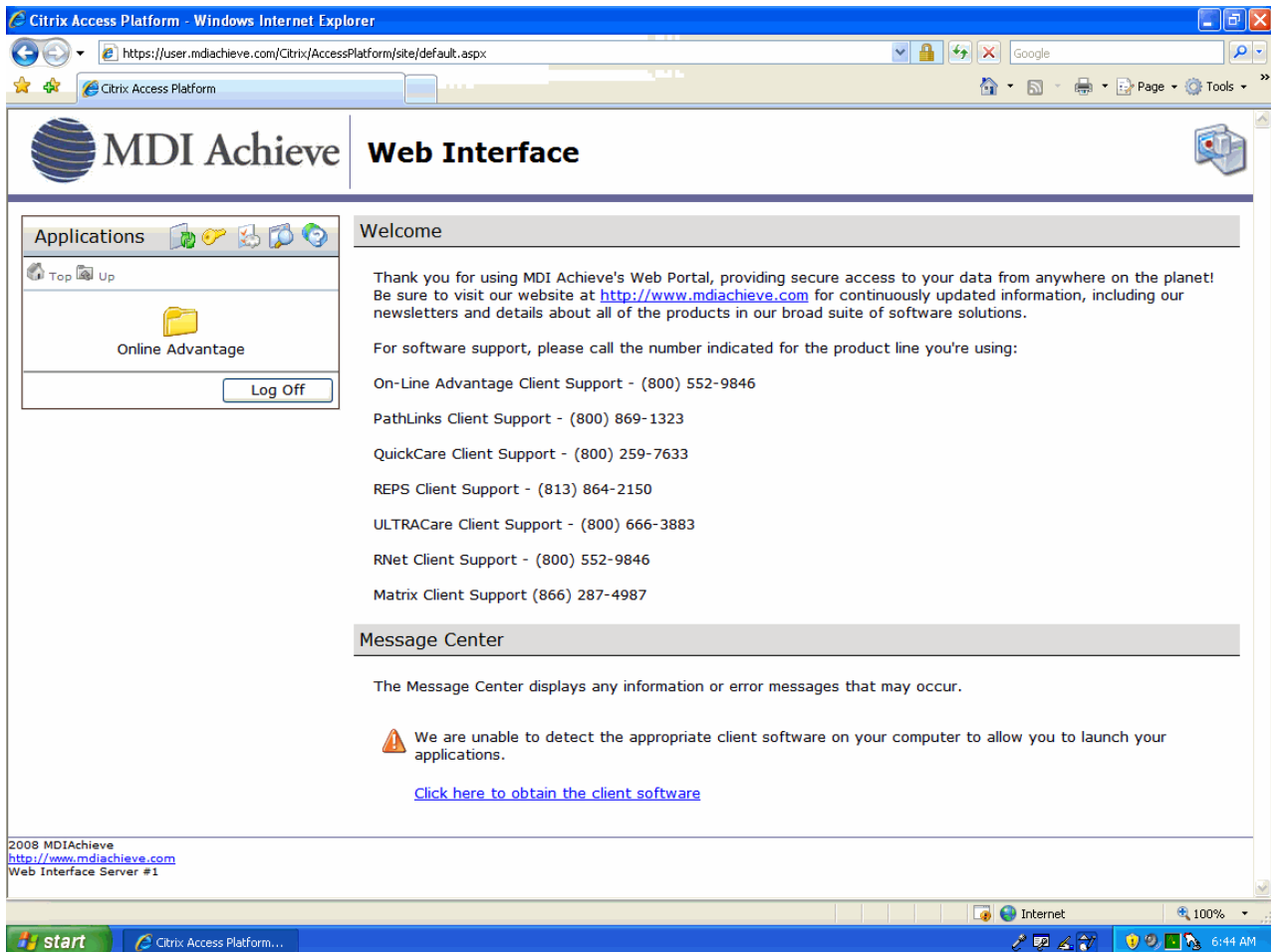
At the bottom left, there is a footer with the following text:

2008 MDIAchieve
<http://www.mdiachieve.com>
Web Interface Server #1

The browser window shows the "login.aspx" page and the Windows taskbar at the bottom with the Start button and system tray.

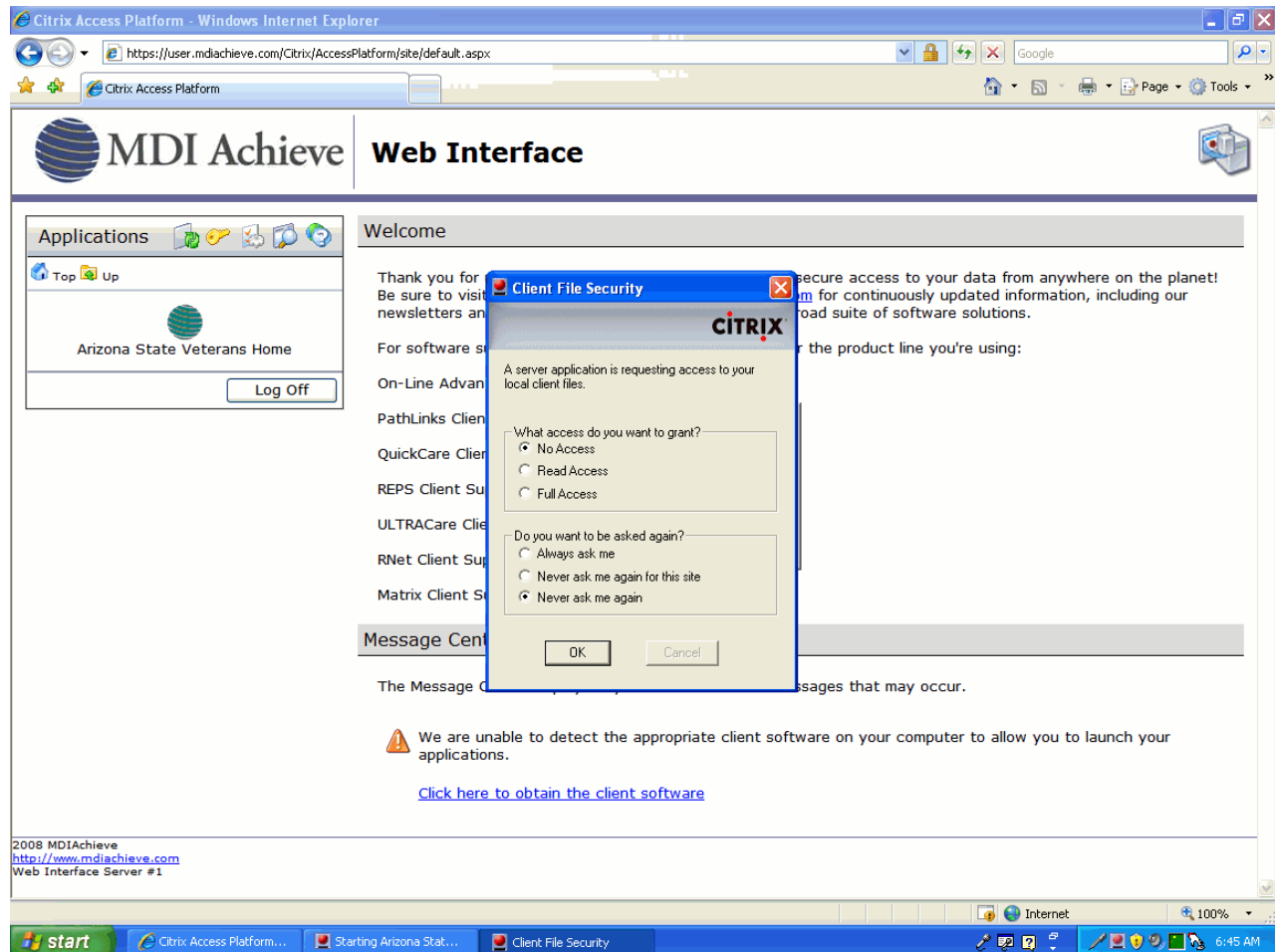
With your mouse, select “Online Advantage”

Note: This screen will usually only appear the first time you use the new login procedures. However if it does pop up when you login again it is not an error, just select it again and move on to the next step.



Now mouse select “ Arizona State Veterans Home”

The first time you log in the Citrix “Client File Security” box will appear. Be sure to click on “Never ask me again” before you select “OK”. Checking this item will prevent you from being asked again. Don’t worry if you miss it the first time it will ask you every time you login until you do select it.



You are now logged in and ready to access the various area of MDI.

